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TO: System Test Coordinators and High School ACT Administration Staff
FROM: Judy Snow, State Assessment Director
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RE: Guidance for Student Participation in the Spring Statewide ACT Plus
Writing April 23 – May ,2013
DATE: December 2012

- It is expected that most public high school juniors will participate in the ACT Plus Writing in their high schools in April and May, 2013.
- In some cases a parent or guardian or a student over 18 may consider the assessment inappropriate for the student's future plans. All juniors will take the assessment unless:
 1. A parent or guardian requests in writing that the student not participate. The deadline for the high school to receive the request is January 15, 2013. OR
 2. A student, 18 or older, requests in writing to not participate. The deadline for the high school to receive the request is January 15, 2013.
- Participation of Digital Academy, Montana Youth Challenge Academy, and Job Corps junior students:
 1. All juniors enrolled in a public high school for 180 hours or more, including those students taking classes through the Montana Digital Academy, are eligible to participate. Each student should have a state student ID and be entered in AIM.
 2. All juniors who enter the Montana Youth Challenge Academy in January 2013 are eligible to participate. Each student should have a state student ID and be entered in AIM. Details regarding their participation site will be provided in February 2013.
 3. All juniors enrolled in both their high school and the Job Corps are eligible to participate. Each student should have a state student ID and be entered in AIM. Details regarding their participation site will be provided in February 2013.
- OPI has provided two letters for parents for use by high schools regarding ACT participation. The letters are in Word format so each high school can insert its letterhead and possibly more information about the ACT arrangements at the high school.
 1. Letter 1: This template was sent to high schools in September with the understanding that it would be sent to all students in grades 9, 10, and 11. Grades 9 and 10 were suggested so these students and their parents would know about the ACT Plus Writing in advance of their junior years.
 2. Letter 2: This template repeats information from Letter 1 and explains the need for parent/guardian/student over 18 requests to not participate.